
PARK COUNTY POSITION DESCRIPTION

I. POSITION IDENTIFICATION

Work Unit: Transfer Station

Current Classification: Refuse

Pay Grade: 7

Title: Green Box Caretaker

Non-Exempt

Part-time/Seasonal

Supervisor: Full time Caretaker

Gardiner

II. ASSIGNED DUTIES AND TASKS

Position overview:

Each duty listed below makes up at least 25% of the duties of this position and all other functions are included in Other Duties as Assigned. All duties below are essential functions unless otherwise indicated. Duties of the position are not all inclusive and subject to change.

- A **Ensures legal use of site.** Through providing good customer service with an educational approach to proper refuse handling. Deal with the public in a fair, courteous and positive manner thus maintaining positive relations with the public. Assesses and forecasts needs for ordering new compactor bodies, roll off containers and recycle bins to assure that there is always an empty container for community use.
 - B **Verification of permits.** Charges accurately for demolition and non-household garbage.
 - C **Keeps areas clean and ensures boxes are sorted and unabused.** Covers other sites with rolls offs and keep them clear of paper and cardboard. Ensures site is functional during bad weather including snow removal in winter.
 - D. **Open and close sites timely. OTHER DUTIES AS ASSIGNED**
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III. KNOWLEDGE

Education and Experience: High School Diploma or GED. Candidate needs money handling experience, experience working with the public, a good driving record is preferred. Knowledge of hydraulics - to safely operate a compactor in varying conditions is necessary.

Certifications: defensive driving class, Class D Driver's license, First Aid Certification, CPR Certification and Hazardous Material Training.

Other skills and abilities: Must have the ability to operate weed eater, rake, shovel, hammer, nail magnet and lawn mover. Ability to operate heavy equipment loaders is helpful.

IV. ACCOUNTABILITY

The position requires that these job duties are completed timely and accurately with regard to verification of permits, balancing cash transactions and legal use of site. Also is responsible for the public safety of the use of the site.

V. CONFIDENTIALLY

The position requires handling non-public confidential information. The person in the position acknowledges the confidential nature of non-public information regarding county employees and elected officials. Consistent with applicable police and guidelines, this position will respect and safeguard the privacy of employees, elected officials and Park County and the confidential nature of information in accordance with Montana state law, without limiting the general nature of this commitment. This position will not access or seek to gain access to confidential information regarding any past or present employees, elected officials, and Park County in the course of fulfilling job responsibilities. The person in the position hereby acknowledges that the person understands that in this context, confidential information is considered all non-public information that can be personally associated with an individual.

If in the course of executing job responsibilities, the person in the position accidentally access information that others might consider inappropriate for this position to access, the person in the position will notify the person's supervisors of the date and time of the access. If a question arises at a later time, it will be understood that the access was accidental. The person in the position will not disseminate any such information.

By signing this Position Description, the undersigned hereby acknowledges reading and understanding this section regarding confidentiality and agrees to abide by the terms and conditions set forth herein. Violation of confidentiality may warrant disciplinary action, up to and including, suspension, demotion or termination of employment

VI. INDEPENDENCE OF ACTION

This position plans and carries out most assignments independently, and uses judgment and initiative to solve problems. Will work to develop and recommend new processing procedures in response to identifying process inefficiencies, frequent errors, etc. Work objectives and priorities are defined by Supervisor.

VII. PERSONAL CONTACTS

This position has contacts with other the public, county personnel, elected officials, department heads, and vendors in order to be responsive to questions and inquiries regarding refuse.

VIII. WORK ENVIRONMENT/PHYSICAL DEMANDS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to sit, climb and balance. They frequently are required to kneel, stoop, crouch or crawl, use hands to finger, handle or feel and reach with arms and hands. The employee is regularly required to stand or walk. Lifting requirements are occasional for lifting and moving up to 100 pounds.

The position requires the following vision requirements: close vision (clear up to 20 inches), distance vision (clear up to 20 feet), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (3-dimensional including spatial relationships) and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).